

## Section 5 Registration and General Information

### Student Identification Card (USFCard) Policy

Reference: USF 5.108 - [http://usfweb2.usf.edu/usfgc/gc\\_pp/admsv/gc5-018.htm](http://usfweb2.usf.edu/usfgc/gc_pp/admsv/gc5-018.htm)

University policy requires all students obtain and carry the **USFCard** while on campus. The USFCard is primarily used for identification, for verification of USF status, and for using University services, such as the Library, the purchase of parking decals, obtaining passes for University sporting and theatrical events, and other related events/services. USFCards may be obtained at the USFCard Center on each campus. Legal Identification (passport, driver's license, or State/ Government Photo Identification card) must be presented to obtain a USFCard. For the issuance of a family card, the student (with their USFCard) must accompany the family member(s) who must also provide legal identification. All privileges extended to the family(s) are discontinued when the Sponsor is no longer a student. Use of the USFCard by anyone other than the person to whom it was issued is strictly prohibited. The cardholder is responsible for any and all losses associated with their card. Fees for issuance of the first and replacement cards are in accordance with USF 5.018. Refer to the fee schedule for costs of each additional family member card. Financial services, long distance telephone services, and other features are options available at the user's discretion. USFCards are the property of the University of South Florida and must be returned on request.

### Student Records Policy

Reference: USF2.0021 - <http://usfweb2.usf.edu/usfgc/ogc%20web/currentreg.htm>

Pursuant to the provisions of the Family Educational Rights and Privacy Act ("FERPA"; 20 USC Par. 1232g), 34 CFR Par. 99.1 et seq, Florida Statutes Sub. Par. 228.093 and 240.237 and USF Rule 6C4-2.0021, Florida Administrative Code, students have the right to:

1. Inspect and review their education records;
2. Privacy in their education records;
3. Challenge the accuracy of their education records; and
4. Report violations of FERPA to the FERPA Office, Department of Education, 400 Madison Avenue, SW, Washington, D.C. 20202 and/or bring actions in Florida Circuit Court for violations of USF 4-2.001, Florida Administrative Code.

Copies of the University's student records policy, USF 2.0021, may be obtained from the Office of the Registrar or the General Counsel.

#### **Academic Record**

The student's academic record shall not be changed after the student has graduated. Except in cases of administrative error, the student's academic record shall not be changed once the semester has rolled.

## Release of Student Information

Pursuant to requirements of the Family Educational Rights and Privacy Act (FERPA), the following types of information, designated by law as “directory information,” may be released via official media of USF (according to USF policy): *Student name, local and permanent addresses, telephone listing, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, full- and part-time status, and the most recent previous educational agency or institution attended, and other similar information.* The University Directory, published annually by the University, contains only the following information, however: *student name, local and permanent address, telephone listing, classification, and major field of study.* The Directory and other listings of “directory information” are circulated in the course of University business and, therefore, are accessible to the public, as well as to students, faculty, and staff. Students must inform the USF Office of the Registrar in writing (forms available for that purpose), if they wish directory information to be withheld. Such requests must be received within the first two (2) weeks of the semester and will remain in effect until the student has not been enrolled at USF for three (3) consecutive terms. Notification to the University of refusal to permit release of “directory information” via the University Directory must be received no later than the end of the first week of classes in the Fall Semester.